

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B7400018

PRINT DATE: 09/20/16

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

MARYLAND REPROGRAPHICS INC
2217 N CHARLES ST

BALTIMORE, MD 21218
(410)467-8000

REFER QUESTIONS TO:

IRIS LESTER BELL
(410)767-4612
IRIS.LESTER@MARYLAND.GOV

ITB:

EXPR DATE: 06/30/17
POST DATE: 06/07/16

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

STATEWIDE CONTRACT
FOR
REPRODUCTION SERVICES
FOR
CONSTRUCTION RELATED DOCUMENTS

THIS IS (3) THREE OF (4) FOUR RENEWALS ON CONTRACT 001B5400045

CONTRACT PERIOD: JULY 1, 2016 THROUGH JUNE 30, 2017 (1 YEAR)
THE STATE RESERVES THE UNILATERAL OPTION TO RENEW THE CONTRACT FOR ONE (1) ADDITIONAL ONE (1) YEAR CONTRACT PERIOD. RENEWAL OPTION AT THE DISCRETION OF THE STATE AND THE CONTRACTOR WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT.

THIS CONTRACT IS TO BE FIRM FIXED PRICE CONTRACT. ALL PRICES CONTAINED HEREIN SHALL BE FIRM FOR THE ENTIRE CONTRACT PERIOD. AT THE TIME OF EACH RENEWAL, THE CONTRACT PRICES THEN PREVAILING ARE SUBJECT TO AN INCREASE WHICH IS NOT TO EXCEED THE CURRENT RATE OF INFLATION, AS DETERMINED BY THE PRODUCER PRICE INDEX (PPI) COMMODITY CODE, NUMBER WPU1542, PREVAILING INFLATION AT THE TIME OF RENEWAL. NO OTHER PRICES INCREASES SHALL BE PERMITTED. ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS WILL REMAIN THE SAME.

CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE AGENCY. THE AGENCY MAY TERMINATE

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TERMS (cont'd):

ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR.

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QUALIFICATIONS OF BIDDERS:

PRIOR TO SUBMITTING A BID FOR THE WORK COVERED BY THE SPECIFICATIONS, THE BIDDER SHALL HAVE NO LESS THAN THREE (3) YEARS EXPERIENCE IN PROVIDING PRODUCTS THAT ARE EQUAL OR COMPARABLE TO THE SCOPE AND MAGNITUDE REQUIRED BY THE SPECIFICATIONS. SPECIFICALLY THE VENDOR MUST HAVE SATISFACTORY EXPERIENCE CONCURRENTLY DISTRIBUTING THE VOLUME OF PRODUCTS ON A WEEKLY BASIS THAT WOULD BE EQUIVALENT TO THE PRODUCTS COVERED BY THIS SOLICITATION.

THE CONTRACTOR MAY BE REQUIRED TO SUBMIT PROOF OF THEIR CAPABILITY TO PERFORM THE CONTRACT. REQUIREMENTS MAY INCLUDE BUT ARE NOT LIMITED TO SAMPLES OF FINISHED JOBS OF SIMILAR ATTRIBUTES, CUSTOMERS REFERENCES THAT VENDOR HAS SUPPLIED SIMILAR JOBS. SITE VISIT OF FACILITIES MAY BE REQUIRED BEFORE THE AWARDED OF A CONTRACT.

IN ORDER TO EXPEDITE THE AWARD PROCESS, IT IS VERY IMPORTANT FOR YOU TO INCLUDE THE REFERENCES AS DETAILED. WITH EACH REFERENCE, LIST CURRENT WORKING PHONE NUMBER, TIME PERIOD OF CONTRACT AND DOLLAR AMOUNT OF CONTRACT. REFERENCES ARE REQUESTED TO BE SUBMITTED AS AN ATTACHMENT TO THEIR BID OR FAX REFERENCES TO (410) 333-7022 TO THE PROCUREMENT OFFICER. FAILURE TO PROMPTLY PROVIDE INFORMATION THAT LEADS TO A DETERMINATION OF RESPONSIBILITY IS GROUNDS FOR REJECTION OF THE BID.

.....

DURATION: CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE DEPARTMENT. THE DEPARTMENT MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE.

ALL BID RESPONSES MUST BE SUBMITTED THROUGH EMARYLANDMARKETPLACE AT WWW.EMARYLANDMARKETPLACE.COM.

BIDS WILL NOT BE ACCEPTED BY EMAIL, FAX, MAIL OR HAND DELIVERY. ALL AFFIDAVITS MUST BE COMPLETED AND FAXED TO THE PROCUREMENT OFFICER AT (410) 333-7022 BY 2:00 P.M. THE DAY OF BID OPENING. FAILURE TO PROVIDE ALL AFFIDAVITS, MAY CAUSE THE BIDS TO BE CONSIDERED NON RESPONSIVE.

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TERMS (cont'd):

THE QUANTITIES LISTED ARE ESTIMATED TOTALS FOR A ONE (1) YEAR USAGE AND ARE NOT TO BE CONSTRUED AS MINIMUM OR MAXIMUM QUANTITIES.

VENDOR SHALL PICK-UP FROM AND DELIVERY TO, ALL MATERIALS FROM THE REQUESTING AGENCY. PICK-UP OF MATERIALS SHALL BE SAME DAY PICK-UP PERFORMED ON AN ON CALL BASIS AND DELIVERY OF FINISHED PROJECT SHALL BE MADE WITHIN EIGHT (8) HOURS OF PICK-UP WHEN POSSIBLE BUT NOT LATER THAN 48 HOURS. (TIME LIMIT APPLIES TO BALTIMORE LOCATIONS ONLY. HOWEVER, OTHER LOCATIONS THROUGHOUT THE STATE MAY USE THIS CONTRACT).

THE SELECTED VENDOR MAY UTILIZE SUBCONTRACTORS FOR PART OF THE JOB SPECIFICATIONS. HOWEVER, THE SELECTED VENDOR WILL BE RESPONSIBLE FOR THE COMPLETION OF ANY WORK BY SUBCONTRACTORS. THE SELECTED VENDOR WILL BE RESPONSIBLE TO ENSURE THAT ANY SUBCONTRACTOR COMPLETES THE WORK AS SPECIFIED AND MEETS ALL APPLICABLE DEADLINES.

VENDOR MUST ALSO PROVIDE ELECTRONIC ORDERING VIA FTP TRANSFER WITH GRAPHIC USER INTERFACE (GUI).

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY THREE (3) MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. FORMAT SHALL BE AT THE VENDORS OPTIONS PROVIDING THAT, AS A MINIMUM THE FOLLOWING IS INCLUDED: THE DOLLAR VALUE PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, THE CONTRACT NUMBER, AND CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AND THE CONTRACT TOTAL. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

PROCESSING FEE: CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.

THE PROCESSING FEE SHALL BE SUBMITTED TO THE FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH THE MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. THE CHECK SHOULD BE MADE PAYABLE TO MARYLAND DEPARTMENT OF GENERAL SERVICES. THE EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF

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TERMS (cont'd):

FEE INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, THE BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$5,000 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

IN ORDER TO RECEIVE A CONTRACT AWARD A VENDOR MUST BE REGISTERED ON EMARYLANDMARKETPLACE.COM.

ALL PRICES ARE TO BE F.O.B. DESTINATION TO ANY POINT WITHIN THE STATE OF MARYLAND. PRICES MUST INCLUDE ALL PICK-UP, HANDLING, ADMINISTRATIVE, AND DELIVERY CHARGES. OTHER THAN THE ANNUAL PPI INCREASE AT TIME OF RENEWAL, NO OTHER SURCHARGES OR INCREASES WILL BE ALLOWED.

THIS PROCUEMENT IS BEING CONDUCTED AS A COMPETITIVE SEALED BID. THE AWARD WILL BE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR A LOT AWARD. ALL LINES MUST BE BID. FAILURE TO SUBMIT PROCING FOR A LINE ITEM MAY CAUSE YOUR BID TO BE DEEMED NON RESPONSIVE.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

A PREFERENCE WILL BE GIVEN TO THE RESPONSIVE AND RESPONSIBLE BID FROM A MARYLAND FIRM OVER THAT OF A NONRESIDENT FIRM IF THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED GIVES A RESIDENT BUSINESS PREFERENCE. WHERE SUCH A BUSINESS PREFERENCE IS PROVIDED, THE PREFERENCE SHALL BE THE SAME AS THAT PROVIDED BY THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED. A NONRESIDENT BIDDER SUBMITTING A PROPOSAL FOR A STATE PROJECT SHALL ATTACH THE PROPOSAL, A COPY OF THE CURRENT STATUTE, RESOLUTION, POLICY PROCEDURE OR EXECUTIVE ORDER OF THE RESIDENT STATE OF THE NONRESIDENT BIDDER THAT PERTAINS TO THAT STATE'S TREATMENT OF NONRESIDENT BIDDERS.

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| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> | |
|--|----------------------|------------|------------------|--|
| 0001 | 96640-180000 | EA | .3300 | |
| XEROGRAPHIC PROCESS LARGE FORMAT, PLAIN BOND PRINTS, 24 X36 | | | | |
| 0002 | 96640-180000 | EA | .4900 | |
| XEROGRAPHIC PROCESS LARGE FORMAT, PLAIN BOND PRINTS, 30 X 42 | | | | |
| 0003 | 96640-180000 | EA | .6600 | |
| XEROGRAPHIC PROCESS LARGE FORMAT, PLAIN BOND PRINTS, 36 X 48 | | | | |
| 0004 | 96640-180000 | SF | .0500 | |
| XEROGRAPHIC PROCESS LARGE FORMAT, PLAIN BOND PRINTS, PER SQUARE FOOT | | | | |
| 0005 | 96640-180000 | EA | .0350 | |
| XEROGRAPHIC COPIES ON WHITE BOND PAPER, 8-1/2 X 11 | | | | |
| 0006 | 96640-180000 | EA | .0300 | |
| XEROGRAPHIC COPIES ON WHITE BOND PAPER, 8-1/2 X 14 | | | | |
| 0007 | 96640-180000 | EA | .0700 | |
| XEROGRAPHIC COPIES ON WHITE BOND PAPER, 11 X 17 | | | | |
| 0008 | 96640-180000 | EA | .1000 | |
| XEROGRAPHIC COPIES ON STANDARD COLOR PAPER, 8-1/2 X 11 | | | | |

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| | | | | |
|------|--------------|----|-------|--|
| 0009 | 96640-180000 | EA | .2000 | |
|------|--------------|----|-------|--|

XEROGRAPHIC COPIES ON TAB DIVIDER SHEET, 9 X 11

| | | | | |
|------|--------------|----|-------|--|
| 0010 | 96640-180000 | EA | .1000 | |
|------|--------------|----|-------|--|

XEROGRAPHIC COPYING ON STANDARD COVER STOCK, WHITE OR STANDARD
COLORS, 8-1/2 X 11

| | | | | |
|------|--------------|----|-------|--|
| 0011 | 96640-180000 | EA | .3500 | |
|------|--------------|----|-------|--|

COLOR LASER COPIES (COPIES FROM HARD COPY ORIGINALS) 8-1/2 X 11

| | | | | |
|------|--------------|----|-------|--|
| 0012 | 96640-180000 | EA | .0500 | |
|------|--------------|----|-------|--|

PLAIN STANDARD COVER STOCK (NO COPYING OR IMAGING) 8-1/2 X 11

| | | | | |
|------|--------------|----|--------|--|
| 0013 | 96640-180000 | EA | 2.0000 | |
|------|--------------|----|--------|--|

ACCO BIND BOOKS (INCLUDING TAPING, BINDING EDGE AND 3-HOLE DRILLING
SHEETS, IF NECESSARY)

| | | | | |
|------|--------------|----|--------|--|
| 0014 | 96640-180000 | EA | 5.0000 | |
|------|--------------|----|--------|--|

GBS SPIRAL BIND BOOKS (INCLUDING PUNCHING, BINDING STRIP AND
BINDING), 8-1/2 X 11 BOOKS

| | | | | |
|------|--------------|----|-------|--|
| 0015 | 96640-180000 | EA | .0500 | |
|------|--------------|----|-------|--|

FOLDING SHEETS FROM 11 X 17 TO 8-1/2 X 11

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| | | | | |
|------|--------------|----|---------|--|
| 0016 | 96640-180000 | EA | 10.0000 | |
|------|--------------|----|---------|--|

WOOD BIND STICK BINDING, (DRAWING TO BE PUT ON A WOOD STICK AND BOLTED)

| | | | | |
|------|--------------|----|---------|--|
| 0017 | 96640-180000 | SF | 10.0000 | |
|------|--------------|----|---------|--|

REPAIR TIME TAPING DRAWINGS, PRICE PER SQUARE FOOT

| | | | | |
|------|--------------|----|-------|--|
| 0018 | 96640-180000 | EA | .1200 | |
|------|--------------|----|-------|--|

SCAN DRAWINGS TO DIGITAL FILE, (PDF, JPEG, TIF - FORMAT TO BE SELECTED BY AGENCY)

| | | | | |
|------|--------------|----|-------|--|
| 0019 | 96640-180000 | EA | .0500 | |
|------|--------------|----|-------|--|

TRANSFER DIGITAL FILES (PDF, JPEG, TIF FORMAT) TO CD

| | | | | |
|------|--------------|----|--------|--|
| 0020 | 96640-180000 | EA | 1.0000 | |
|------|--------------|----|--------|--|

RATE FOR HAND TIME, 1 TO 5 SHEETS PER ORIGINAL SET, FOLD SEPARATE, PRICE PER SET

| | | | | |
|------|--------------|----|--|--|
| 0021 | 96640-180000 | EA | | |
|------|--------------|----|--|--|

RATE FOR HAND TIME, 6 TO 50 SHEETS PER ORIGINAL SET, ROLL DRAWINGS PRICE PER SET

| | | | | |
|------|--------------|----|--|--|
| 0022 | 96640-180000 | EA | | |
|------|--------------|----|--|--|

RATE FOR HAND TIME, 50 OR MORE SHEETS PER ORIGINAL SET, ROLL DRAWINGS WITH BROWN PAPER, PRICE PER SET

END OF ITEM LIST

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VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED AND/OR BIODEGRADABLE MATERIALS.

THE CONTRACTOR WARRANTS THAT THE CONTRACTOR SHALL COMPLY WITH COMAR 21.11.08. DRUG AND ALCOHOL FREE WORKPLACE, AND THAT THE CONTRACTOR SHALL REMAIN COMPLIANCE THROUGHOUT THE TERM OF THIS PURCHASE ORDER.

STATE FEDERAL TAX IDENTIFICATION NUMBER: 1521476913

STATE VENDOR PHONE ORDER NUMBER: (410) 467-8000

STATE VENDOR CONTACT PERSON: SCOTT FISHPAW

A PREFERENCE WILL BE GIVEN TO THE RESPONSIVE AND RESPONSIBLE BID FROM A MARYLAND FIRM OVER THAT OF A NONRESIDENT FIRM IF THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED GIVES A RESIDENT BUSINESS PREFERENCE. WHERE SUCH A BUSINESS PREFERENCE IS PROVIDED, THE PREFERENCE SHALL BE THE SAME AS THAT PROVIDED BY THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED. A NONRESIDENT BIDDER SUBMITTING A PROPOSAL FOR A STATE PROJECT SHALL ATTACH TO THE PROPOSAL A COPY OF THE CURRENT STATUTE, RESOLUTION, POLICY PROCEDURE OR EXECUTIVE ORDER OF THE RESIDENT STATE OF THE NONRESIDENT BIDDER THAT PERTAINS TO THAT STATE'S TREATMENT OF NONRESIDENT BIDDERS.

FOR A STATE PROCUREMENT CONTRACT OF \$10,000 OR MORE AT THE TIME A BID OR PROPOSAL OF ANY STATE PROCUREMENT CONTRACT IS SUBMITTED, THE BIDDER OR OFFEROR SHALL CERTIFY TO THE STATE PROCUREMENT OFFICER THAT THE BIDDER HAS PAID ALL TAXES, UNEMPLOYMENT INSURANCE CONTRIBUTIONS, REIMBURSEMENT PAYMENTS, AND INTEREST NOT BARRED BY LIMITATIONS AND PAYABLE TO THE COMPTROLLER, THE DEPARTMENT OF ASSESSMENT AND TAXATION OR HAS PROVIDED FOR PAYMENT IN A MANNER SATISFACTORY TO THE UNIT RESPONSIBLE FOR COLLECTION, AND IF THE BIDDER OR OFFEROR POSSESSES A VALID SALES AND USE TAX LICENSE UNDER TITLE 11, SUBTITLE 7 OF THE TAX -GENERAL ARTICLE.

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AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE